Travel Procedures for Tribal Participants

OCSE Tribal CSE Systems Workgroup
March 29-30, 2004

Milwaukee, WI

Please note the deadline to register is <u>Monday, March 1, 2004</u>.

General Registration and Travel Information

How do I register for the meeting?
To register, please email Sheila Drake, Event Planner, State Information Technology Consortium (SITC), at drake@software.org by **Monday, March 1** with your decision to attend, transportation method, dates of arrival and departure, and any special needs. Transportation method of arrival should indicate whether you will be flying to the meeting location or driving your personal car.

Will OCSE (SITC) pay for me to attend the meeting?
SITC will reimburse the one official invitee per Tribe. If he/she elects to send a designee, that person's expenses would then be reimbursed instead. Note that a designee must be pre-authorized by Kate Christnot, kchristnot@acf.hhs.gov or (202) 401-4842.

Can I bring additional Tribal participants?
Yes, you may bring one other participant so that you may advise and consult each other. However, that person is not an official member of the Workgroup and must pay all of their own expenses. <u>The additional participant must still register and make hotel reservations through Sheila Drake/SITC.</u>

Where will the meeting be held?
The event will be held at the Hyatt Regency Milwaukee. (See "Hotel Information" for more details).

What are the tentative meeting times?
The meeting will tentatively be held on Monday, March 29th from 9:00 AM to 5:00 PM and from 9:00 AM to 3:00 PM on Tuesday, March 30th.

What is the appropriate attire for the meeting?
Business casual.

Airline Reservations

Which airport should I use?
General Mitchell International Airport (Mitchell Field) (MKE). The airport is approximately 20 minutes from the hotel. (See "Ground Transportation" for more information on airport transfers.)

How do I make my airline reservation?
Please call EWA Travel, Inc. to make your airline reservation. Your airline reservation will be paid directly by SITC. EWA Travel can be reached toll free at (888) 335-4993. The office hours of operation are Monday-Friday from 8:00am to 5:00pm PST. EWA Travel can also be reached toll free at (800) 305-TRIP (8747). Hours of operation for this office are Monday-Friday from 8:30am to 6:00pm EST. ***Please tell the travel agent that you are traveling to attend the OCSE Workgroup in Milwaukee, WI.*** Please make your airline reservation by **Monday, March 1, 2004.** Once the airline reservation is made, an e-ticket will be issued. You will not receive a paper airline ticket.

Hotel Information

What are the name, location, and contact information for the hotel?
Hyatt Regency Milwaukee
333 West Kilbourn Avenue
Milwaukee, WI 53203
http://milwaukee.hyatt.com/property/index.jhtml

Do I need to make my own hotel reservation?
No, a hotel reservation will be made for you. In order to confirm your hotel reservation, please register with Sheila Drake, SITC. (See "How do I register for the meeting?").

Can I add personal travel onto my business trip?
You may contact Sheila Drake and she can attempt to secure hotel space for you. Any additional nights you stay for leisure travel will be billed to your personal credit card.

Why do I have to provide a credit card?
It is requirement by all hotels. The credit card will be used to bill incidentals such as long distance calls, room service or movies. The cost of the room and all taxes will be billed to SITC / OCSE for the nights associated with the event. Any additional nights you stay for leisure travel will need to be billed to your personal credit card. If you do not have a credit card, the hotel may request that you leave a minimal cash amount for coverage of any potential expenses.

Will I receive a hotel confirmation number?
Yes. However, the hotel confirmation number will not be available until ONE WEEK before the event. SITC will contact you with that information as soon as it is available.

Can you provide more information about the hotel and surrounding area?
The Hyatt Regency Milwaukee is located in the heart of downtown Milwaukee, connected by skywalks to Federal Plaza and the Grand Avenue Mall shopping center. It is one block from the scenic River walk.

Guestroom amenities include voice mail, computer hookup, daily newspaper, full bath amenities, iron and ironing board, hair dryer, and an alarm clock. Guest services include a business center, concierge, car rental desk, laundry, covered parking and a complimentary fitness center.

Check-in time is 3:00 PM. Check-out time is 12:00 PM (Noon).

Ground Transportation

Can I drive my personal car?
You can be reimbursed for mileage (37.5 cents per mile) and hotel parking fees only if the cost to drive is equal to or less than the cost of airfare and ground transportation fees. For cost comparison, you will need to contact EWA Travel (See "How do I make airline reservations?") to get a copy of what the

tentative itinerary would be and the respective cost if you were to fly and then submit that with your expense reimbursement form.

What are the driving directions to the hotel and associated parking costs?
Please contact the hotel to verify the location and directions from your specific origination point. Parking is $10.50 per day with in and out privileges.

Is a rental car reimbursable?
No. Reasonable ground transportation costs (taxis, shuttles, etc) will be reimbursed. However, rental cars will not be reimbursed.

What shuttle service / public transportation is available from the airport to the hotel and vice versa?
There is **NO** complimentary hotel shuttle service. However, "Airport Connection" offers shared van ride service to and from the Milwaukee Airport to the hotel. To make a reservation, you may contact them at 1-800-236-5450 or at (414) 769-2444. You may also visit them and make online reservations at www.mkelimo.com. It will cost approximately $10 each way. Their airport "office" is located at baggage claim #2.

Expenses / Reimbursement

What types of expenses are reimbursable?
Round-trip coach airfare, lodging for the approved nights, parking at your home airport, mileage / ground transportation from your home to the airport, federal M&IE per diem, ground transportation to and from the airports, and mileage and hotel parking if driving your personal car. Rental car costs will not be reimbursed. Other costs may or may not be reimbursable. Pre-approval must be received by Sheila Drake, Event Planner, SITC for any other costs associated with this event.

How will I be reimbursed for expenses?
Please save all of your receipts EXCEPT for food; your per diem will cover those expenses. If you will incur expenses after the meeting ends (i.e. parking at your home airport, additional taxi services, etc), please save your receipts and fax copies of those along with the expense form received during the meeting to Sheila Drake **the next business day**. We will process and mail you a check for your expenses within 14 working days after receiving your completed reimbursement form. Note that a completed reimbursement form includes an accurately completed form with your signature and all necessary receipts. The check will be from the "Software Productivity Consortium".

What are the federal per diem rates for meals and hotel accommodations?
The Federal per diem rate for meals and incidental expenses is $47 per day for Milwaukee, WI. You are allowed $9 for breakfast, $11 for lunch, $24 for dinner and $3 for incidental expenses.

The conference lodging allowance for this event is $95 per night with sales tax of 14.6%. Thus, the maximum cost per night is $109. SITC / OCSE will be billed directly for room and tax charges for the official nights associated with the event. Additional nights for personal travel will be charged to your individual credit card (Please note that the discounted rate of $95 may not be available for personal travel days). You must make your hotel reservations through SITC. (See "How do I register?")

Tourism Information

http://www.milwaukee.org/main.cfm

Contact Information

General registration, travel, and reimbursement questions?
- Sheila Drake, Event Planner for the State Information Technology Consortium (SITC). Phone: 703-742-7127; Fax 703-742-7350; Email: drake@software.org.